

Committee Meeting Minutes

Venue: John Storer House

Date & Time: Wednesday 10th June 2026 10.00am

Present: Garry Rigby-CHAIR (GR), Ann Maddocks (AM), Mike Hood (MH), Martyn Speight (MS), Pam Towers (PT), Bev Gillman (BG)

Apologies for absence:

Debra Hardwick, Sam Hardwick, Julie Chapman (JC), Caroline Nash (CN)

1. Minutes of last meeting to be ratified and signed

There were two minor amendments: She to He section 2, paragraph 3, at the start of the third sentence; and 3d Women's History not Women in History is the title of the new group. Garry will amend, sign them and then forward to Debra and to Martyn for uploading to website. **Action: GR/MS/DH**

2. Matters Arising and Actions (items not included in agenda)

PAT Testing – Garry to arrange for the equipment to be done within the next month. **Action: GR**

Garry has had an email from a Social Prescriber organisation that wish to include the details of Charnwood u3a on their website. He will pass on our details. **Action: GR**

3. Reports

a. Secretary (DH)

- Charity Commission Annual Report outstanding but a meeting with Pam is set up for after the July committee meeting. **Action: DH/PT**
- The new information about copyright and licensing was forwarded to the committee and Helen as requested.
- The Recorder group are emailing music that they will play during their group session. We need to check whether this infringes any copyright. **Action: GR**
- Accident/Incident Reports & Safeguarding Reports – Debra confirmed that she has received 2 x Accident/Incident reports and 1 x Safeguarding Report in 2024, 1 x Accident/Incident report in 2025 and 4 x Accident/Incident report in 2026, up to and including May 2026. This suggests under reporting. Debra has also issued the new template from TAT. On first glance the 8-page

Incident report form would tend to put off reporting any incidents. We will discuss this next month.

b. Membership Report (GR)

- Now at 1092 members, with 6 awaiting activation.
- The two new welcome letters are now in used. These will be sent to Martyn to upload onto the master documents area. **Action: GR/MS**

c. Treasurer (PT)

- There are 2 months Newsletter payments this month as it was not paid last month.
- £10000 has been transferred to the Deposit Account, as agreed last month.
- Some coding issues have arisen with codes 209 and 210. Martyn and Pam will sort these out. **Action: PT/MS**
- HMRC's travel rate has gone up from 45p to 55p per mile.

d. Groups Support Team (MH/AM)

- Group News - Line Dance 1. Linda Gardner and Cathy Way now confirmed as Group leaders.
- First Aid Training - Yvonne Casswell, Marion Shaw, Kate Watson and Dave Watson have asked to go on the training session in October. This was agreed and we will ask them to book and pay for their course on-line and Pam will reimburse them.
- We still need two or three First Aiders for the Monthly Meeting. We need to ask for volunteers via the Newsletter and at the Monthly Meeting.
- At least one mail, addressed to Groups Support, went to Ann but not to Mike. Martyn will investigate
- Loughborough Leisure Centre - It is being strongly rumoured that management of the Centre will be returning to Serco. This should soon be confirmed as the new contract is set to commence on July 1st. Monthly direct debits should automatically transfer over but those paying quarterly have been ask to hold off paying until the contract occurs. Bookings will be honoured. **Action: MH/AM/MS/PT/GR**

e. System Administrator/Web Manager (SM/MS)

- The Web Forum that was meeting on 11 May had to be postponed until 15 June so there is nothing to report.

4. Document Storage

- Martyn has prepared a working document listing the documents held on the website together with the person responsible for the document, when it was last updated and when we need to review it. There may be other documents to add to this list, but this will be passed to the Web Forum

Action: Web Forum

5. Cu3a Policy Review

- The Health and Safety Policy was reviewed. There have been no amendment to the TAT template so it was agreed that the Charnwood policy needed no amendments. We need to review this document again in June 2027.

- The Complaints Policy and Procedure was also reviewed. Again there have been no changes to the TAT policy and so no changes are needed to our policy, except that we need to change Groups Co-ordinator to Groups Support.

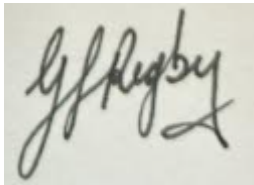
Action: GR/DH/MS

6. Date & Time of next meeting

Wednesday 8th July 2026, 10.00am

7. Meeting closed at 11.16am

Accepted as a true record. Garry Rigby, Chair



A handwritten signature in black ink, appearing to read 'Garry Rigby', is centered on a light-colored rectangular background.

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